



## JOB POSTING

**Position:** Project Assistant  
**Location:** Tri Cities  
**Position Type:** Temporary Vacancy, 25 hours per week

### Job Summary

The applicant will support the Initiative Coordinator in managing, coordinating, and implementing the project, on time and within budget. The Project Assistant will participate in and provide support to various working groups, committees, trainings, and communities of practice

### Project Summary

The United Way Avenues of Change initiative in the Coquitlam River neighborhood is an innovative, responsive, and courageous approach to support early childhood development. The project aims to enhance children’s well-being in the neighborhood by forging new ways of working together to ensure children ages 0-6 reach their full potential. Avenues of Change is a complex, deeply collaborative, multi-sector project with numerous partners and significant, long-term resources.

### Job Duties and Responsibilities

- Will work in collaboration with Coordinators to promote UWAOC events and opportunities within the community via such means as 1:1 contact via telephone, distribution of promotional materials by hand within Coquitlam River, and posting promotional materials within Coquitlam River.
- Assist with scheduling meetings
- Assist in the preparation and circulation of reports and committee minutes
- Create spreadsheets and presentations
- Manage and update UWAOC database system on a regular basis
- Provide support in planning and coordinating UWAOC events i.e Neighborhood networking sessions, Community of Practice, Information Sessions, Monthly Community Gatherings, and Community Clean-up etc.
- Assist with picking up snacks for meetings, and assist in the set up and clean-up of meetings or events
- Assists with gathering quotes for materials needed at UWAOC events
- Assists with picking up materials/supplies for meetings or events
- Ability to greet and welcome residents to UWAOC events and to take pictures at UWAOC events



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101-2780 East Broadway  
Vancouver, BC V5M 1Y8

**MAPLE RIDGE**  
22323-119th Avenue  
Maple Ridge, BC V2X 2Z2

**TRI-CITIES**  
2062 Manning Avenue  
Port Coquitlam, BC V3B 1L6

**NORTH SHORE**  
301-255 West 1st Street  
North Vancouver, BC V7M 3G8

**VANCOUVER NW**  
201-460 Nanaimo Street  
Vancouver, BC V5L 4W3



- Reports status of tasks in progress/upon completion
- Participates in regular supervision meetings with Initiatives Coordinator
- Assumes additional projects /responsibilities/duties as assigned by the Initiatives Coordinator

### Network and Community Engagement

- building the capacity of project partners
- nurturing new and existing relationships with community members, public and community partners, donors, local media, volunteers, placement students, and other key stakeholders
- holding the shared vision in all project activities.

### Event Coordination

- venue booking
- managing registration
- arranging catering and childcare
- Set up and clean up
- Purchasing and ordering supplies

### Research

- data collection and entry
- qualitative and quantitative tool development
- trouble shooting
- report writing

### Qualification Requirements

- A Bachelor's Degree or a combination of relevant training, education and experience working in the social service or related fields. Candidates with less education will be considered.
- Three to five years of experience with project coordination, community development, program implementation, communications, early childhood education, outreach, social planning, public health, or other relevant experience.
- Exceptional computer skills with (Word, Excel, Outlook, Power point, Publisher or other software programs)
- Creative, innovative and has the ability to articulate new ideas
- Detail oriented and task focused
- Self-motivated individual with great problem solving skills
- Ability to work independently as well as follow directions



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- Excellent organizational skills with the ability to prioritize and meet deadlines
- Must possess a flexible schedule
- Able to work in multiple environments - office setting, playgrounds, parks, family drop in Centres
- Exceptional communication skills
- Must be able to work with others in a team environment
- Demonstrates the ability to maintain strict confidentiality
- Does not hesitate to ask for help when needed

**Preferred**

- Two years related experience working with children and families
- Knowledge and familiarity with organizing events
- Must own vehicle and have valid driver’s license
- Current First Aid and Criminal Record Check

**Start Date:** As soon as possible  
**Position Type:** Temporary vacancy, 25 hours per week  
**Timeline:** 6 months, to be reviewed with the possibility of extension  
**Reports to:** Initiatives Coordinator  
**Location:** Tri-Cities  
**Union:** This is a union position  
**Benefits:** Casual benefits upon completion of probation (MSP, EHC, Dental)  
**Salary:** **BCGEU Grid Level 14, Step 1, \$22.93 per hour**  
**Posting Date:** May 19, 2017  
**Closing Date:** **May 26, 2017 by 4:00PM**

**Please submit resumes to: Kam Gillis, Director of Human Resources**  
**Email: [kam.gillis@westcoastfamily.org](mailto:kam.gillis@westcoastfamily.org)**

Only those selected for an interview will be contacted. Applications must be legally eligible to work in Canada.



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